CAMBRIDGE CHAMBER OF COMMERCE
CERTIFICATE OF ORIGIN
INFORMATION AND INSTRUCTIONS

Certificate of Origin Policy
The Cambridge Chamber of Commerce has revised its policy on the issuance of Certificates of Origin effective March 12, 2018.

Any and all Certificates of Origin submitted to the Cambridge Chamber of Commerce are to be filled out truthfully and the products named on the Certificate of Origin are manufactured in the Canada and are of Canada origin.

1. The Certificate of Origin must be filled out completely and notarized before being presented to the Cambridge Chamber of Commerce or;

2. A Letter of Waiver; internally known as a Formal Undertaking must be signed by a company officer and presented to the Cambridge Chamber of Commerce. For those businesses that are members of the Chamber of Commerce, this document can be signed yearly and will be kept on file with the membership investment records. For a non-member business, a Letter of Waiver must accompany each Certificate of Origin. This document must be provided to the Chamber before a Certificate of Origin will be issued. The letter of waiver replaces the need to have documents notarized, saving time and money.

3. There will be no fee per certificate (or per use of stamp) for Chamber members and $40 for non-members.

Please adhere to the following steps to ensure timely processing of your Certificates of Origin:

1. Make sure you are filling out the proper Certificates of Origin for the country to which you are exporting.
2. Make sure you fill out the Certificate completely and accurately.
3. Make sure that the product information listed is verbatim to what is on the invoice. Do not leave off product numbers, quantities, or descriptions.
4. The Chamber will assign an identification number for all submitted Certificates or Origin and maintain a copy onsite.
5. Do not alter the Certificate in any way.
6. Have the Certificate notarized before having the Chamber sign it or have a Letter of Waiver on file.
7. Do not wait until the day of your shipment to bring in your certificate.
8. Check with the Chamber office anytime during or near the holidays to confirm holiday hours.

The Chamber staff member has the right of refusal for any document that they feel does not meet the Cambridge Chamber's guidelines.

Q: Why is the Chamber implementing these revisions?
A: Our policy changes were promoted by lawsuits incurred by other Chambers that issued Certificates of Origins that accompanied shipments where the exporter of record misrepresented the actual origin of the materials or when a Chamber's Certificate of Origin was falsified. These cases resulted in fines, monetary settlements, travel expenses and associated liability insurance premiums, causing all Chambers to review existing policies.

Q: Why is the Chamber identification number and maintaining a copy of the certification.
A: In the event that we are audited, this will make it easier for tracking purposes.